

**Memorandum of Understanding
Between
General Services Administration
And
U.S. Department of Veterans Affairs,
Center for Veterans Enterprise**

I. PARTIES

This Memorandum of Understanding (MOU) is entered into by the General Services Administration (GSA) and the U.S. Department of Veterans Affairs (VA), to address issues of mutual interest occasioned by:

- Public Law 106-50, the "Veterans Entrepreneurship and Small Business Development Act of 1999;"
- Public Law 108-183, which added a new section 36 titled "Procurement Program for Small Business Concerns Owned and Controlled by Service-Disabled Veterans" to the Small Business Act (15 U.S.C. 631 et seq.) and redesignated the current section 36 as section 37; and
- Executive Order 13360, "Providing Opportunities for Service-Disabled Veteran-Owned Businesses to Increase their Federal Contracting and Subcontracting"

II. PURPOSE

In support of the spirit and intent of Public Laws 106-50 and 108-183 and Executive Order 13360, the Parties agree to enter into this MOU to enhance GSA's advocacy and outreach efforts to Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) through partnership with the VA to:

- Engage in collaborative efforts to increase procurement opportunities for SDVOSBs;
- Promote contracting preferences in PL 108-183, and the goal that SDVOSBs participate in at least 3% of contract awards each Fiscal Year;
- Enhance outreach opportunities, share best practices, and exchange mission-related information between GSA and CVE;
- Provide GSA with a greater selection of sources of quality goods and services at a reasonable price;
- Facilitate better procurement and technical assistance to SDVOSBs on how to do business with GSA and other agencies;
- Seek to provide information to Contracting Officers regarding the strategies and procurement preferences that are available to them for contracting with SDVOSBs;
- Seek to identify innovative ways to increase Federal procurement awards to SDVOSBs; and

- Provide leadership among other Federal agencies in accomplishment of this goal.

III. ROLES AND RESPONSIBILITIES

The General Services Administration (GSA) and the Department of Veterans Affairs, Center for Veterans Enterprise, will:

- Hold a joint teleconference for both agencies' Contracting Officers and Program Managers;
- Co-sponsor (GSA and VA), with the U.S. Small Business Administration (SBA) and other Federal agencies up to eight regional Veterans Business conferences;
- Form regional Veterans Business Advocate Teams with a local representative from VA and GSA Small Business Centers in each GSA Region/ Veterans Integrated Services Network (VISN). CVE shall train and support these regional teams. These teams will be principal local outreach program representatives;
- Promote the VetBiz Vendor Information Pages (VIP), an online business registration program hosted by VA, as a tool to identify SDVOSBs;
- Work to establish a link between VIP and FSS so that SDVOSBs with schedules are identified in VIP;
- Provide assistance to SDVOSBs seeking GSA contracts;
- Discuss the development of mechanisms to provide preferential procurement status for SDVOSBs; and
- Establish a three-way MOU with the Association of Procurement Technical Assistance Centers in order to enhance counseling and assistance to SDVOSBs.

The General Services Administration (GSA) will:

- Instruct Contracting Officers and Program Managers in the policies set forth in Public Law 108-183 regarding sole source contracts and restricted competition benefiting SDVOSBs;
- Share to the degree possible, information databases on SDVOSBs;
- Work together with VA to conduct regional SDVOSB outreach conferences annually;
- Invite VA to discuss activities and outcomes of this MOU at the appropriate GSA forums;
- Provide technical assistance and guidance regarding SDVOSB programs within VA and GSA through its Regional Office of Small Business Utilization, acquisition centers and regional marketing groups;
- Coordinate technical assistance for SDVOSBs interested in learning about prime and subcontracting opportunities with GSA. Technical

assistance may include, but is not limited to, guidance on understanding and searching for opportunities;

- Coordinate an Internet strategy that links SDVOSB databases to the GSA and CVE Home Pages;
- Ensure that counseling and information are provided to SDVOSBs regarding GSA's various procurement programs and opportunities;
- Publicize local outreach efforts to SDVOSBs on an ongoing basis and in a timely manner;
- Identify SDVOSB sources through Central Contractor Registration (CCR), www.vetbiz.gov, Procurement Technical Assistance Centers (PTACs), and Veterans Business Outreach Centers;
- Seek to ensure that all Contracting Officers are aware of the new preference authorities for contracting with SDVOSBs and their responsibilities to strive to achieve goals;
- Provide a year-end assessment of accomplishments, lessons learned, and best practices;
- Develop and execute forums to train SDVOSBs in partnership with CVE.
- Coordinate local, Federal, and state agencies participation as available; and
- Involve Agency executives in outreach efforts.

The Center for Veterans Enterprise will:

- Identify key regional/national events in which GSA can participate as an extension of its outreach efforts;
- Identify potential suppliers for GSA procurements;
- Develop an Internet strategy that links GSA to SDVOSB databases and information;
- Coordinate and participate with GSA in technical assistance outreach efforts to SDVOSBs when appropriate;
- Provide Internet hyperlinks on the CVE website to link visitors to the applicable GSA web pages;
- Identify events and activities that may be jointly sponsored with GSA and CVE to enhance opportunities for SDVOSB interface;
- Provide training and support to the GSA/VA regional teams; and
- Provide a year-end assessment of the accomplishments, lessons learned, and best practices of SDVOSB outreach.

Points of Contact:

- The point of contact at CVE will be Mr. Bruce St. John, Intergovernmental Affairs Officer, U.S. Department of Veterans Affairs (00VE), 810 Vermont Avenue, N.W., Washington, DC 20420 (202) 303-3260 x5247, bruce.stjohn@va.gov, or successor.

- The point of contact at GSA will be Mr. Bradley M. Scott, Heartland Regional Administrator, 1500 E. Bannister Rd., Kansas City, Missouri 64131 bradley.scott@gsa.gov or successor.

IV. FINANCIAL RESPONSIBILITIES

Each Party will directly fund its own participation under this agreement. Any activity that involves payment for services related to this agreement will be addressed in an appropriate funding document according to applicable rules and regulations of the Party providing the funds. All activities under or pursuant to this agreement are subject to the availability of Federal funds, and no provision herein will be interpreted to require obligation or payment of funds by any Party. This agreement does not obligate either party to spend funds for any particular project or purpose, even if funds are available.

V. TERMS OF AGREEMENT AND RIGHT OF TERMINATION

Either Party may unilaterally withdraw at any time from this MOU upon thirty days written notification to the other Party.

Any modification to this agreement will be executed in writing and signed by an authorized representative of each Party.

W. ACREEED

[Signature]

[Signature] -05

Administrator
General Services Administrator

[Signature]

R. James
Secretary

2/2/05